

# OTH WEB-BASED ANNUAL REPORT HELP

## General

OTH entities with no revenues for the report year are required to file an OTH annual report with the Commission.

Commission staff will be contacting entities that it believes may qualify for the No Activity in Wisconsin Web-based application based on 2003 OTH annual report data filed with the Commission as well as 2004 newly-certified entities. (See “Attestation of No Activity in Wisconsin for the Report Year” item below.) Such entities should receive correspondence (including a password) in early January 2005 concerning this reporting option. If you do not receive such correspondence and believe that your entity qualifies for the 2004 Web No Activity in Wisconsin OTH annual report, please contact Kevin Klingbeil at (608) 267-9504, (e-mail: [kevin.klingbeil@psc.state.wi.us](mailto:kevin.klingbeil@psc.state.wi.us)). This password may be used for all reporting years in which the reporting entity qualifies.

If your entity does not qualify for the 2004 Web No Activity in Wisconsin Alternative Telecommunications Utility-Other Telecommunications Provider annual report, do not complete and file the report described immediately above for the 2004 calendar year. (See “Attestation of No Activity in Wisconsin for the Report Year” item below.) Instead please contact Kevin Klingbeil at (608) 267-9504, (e-mail: [kevin.klingbeil@psc.state.wi.us](mailto:kevin.klingbeil@psc.state.wi.us)) and click on [2004 Alternative Telecommunications Utility-Other Telecommunications Provider Annual Report Program](#) for further details.

See Commission’s web page at [http://psc.wi.gov/telecom/annlrpt/ind\\_annl.htm](http://psc.wi.gov/telecom/annlrpt/ind_annl.htm) and Rules for Reporting item at the top of the web-based form for further details.

You have 30 minutes to complete and submit your report. If you exceed this time limit, you will be required to logon and start the process over again.

**If you wish to request provisional confidential treatment of annual report information, do not click on the “Check for Errors & Submit” button on the program screen.**

Do not file a printout of the submission confirmation page, a hardcopy version of the annual report, or a signature page (containing a handwritten signature) with the Commission. If you wish to request provisional confidential treatment of annual report information, see the manual (i.e., non-Web application) filing procedures posted on the Commission’s web site.

# OTH WEB-BASED ANNUAL REPORT HELP

## **General (continued)**

Commission staff has established a Telco Annual Report Helpdesk to facilitate implementation and functionality of the annual report program. The primary Helpdesk contact person is: Kevin Klingbeil, (Email address: [kevin.klingbeil@psc.state.wi.us](mailto:kevin.klingbeil@psc.state.wi.us)), (608) 267-9504. Email contacts are preferable; in your email, provide the following information:

1. Type of annual report (ARW, CMR, CTV, CMR, or OTH);
2. Name and employer;
3. Phone number;
4. Utility name and ID number; and
5. Nature of problem.

## **Signature**

Person responsible for accounts attests that the report is a correct statement of the business and affairs of the utility for the report year.

“Utility Name” is populated from the Commission’s database and is nonenterable. (An official name change must be filed separately with the Commission via the Commission’s Electronic Regulatory Filing System (ERF), including the Wisconsin Department of Financial Institutions information. Also note any details concerning a name change in the Annual Report Notes section of the report. Additional information on this subject is included in the Rules for Reporting.)

Report requires no manual or electronic “signature”.

“Date” does not contain a validation check as to whether it is correct or not; the annual report preparer is required to manually check that the signature date is appropriate.

## **Attestation of No Activity in Wisconsin for the Report Year**

Person responsible for accounts certifies the following:

I certify that at no time during calendar year 200X did said utility reflect in its records amounts for the state of Wisconsin associated with any of the following:

- 1) Regulated wholesale or retail intrastate voice or data telecommunications service, as defined in Wis. Stat. § 196.01(9m), which originated and terminated in the state;
- 2) Regulated wholesale or retail interstate voice or data telecommunications service, as defined in Wis. Stat. § 196.01(9m), which originated in the state;

# OTH WEB-BASED ANNUAL REPORT HELP

## Attestation of No Activity in Wisconsin for the Report Year (continued)

- 3) Regulated wholesale or retail international voice or data telecommunications service, as defined in Wis. Stat. § 196.01(9m), which originated in the state;
- 4) Miscellaneous revenues (e.g., rent, directory, video distance learning, inbound interstate 800 and collect calls billed to customers in Wisconsin) attributable to the state;
- 5) Intrastate payphone revenues for telecommunications service which originated and terminated in the state;
- 6) Revenues from Internet service providers (ISPs) associated with transport of a signal from an end user to ISPs via either switched or unswitched Internet access, which originated in the state regardless of termination location; or
- 7) In excess of \$25,000 of gross telecommunications plant in service located in the state.

I understand that if any of items 1 through 7 above apply, said utility is not eligible to file this abbreviated report for calendar year 200X and the filing of this report will not satisfy the utility's Wis. Stat. § 196.07 annual report requirement for that calendar year.

Wis. Stat. § 196.01(9m) states:

"Telecommunications service" means the offering for sale of the conveyance of voice, data or other information at any frequency over any part of the electromagnetic spectrum, including the sale of service for collection, storage, forwarding, switching and delivery incidental to such communication and including the regulated sale of customer premises equipment.

"Telecommunications service" does not include cable television service or broadcast service.

## Identification

"Utility Name" is populated from the Commission's database and is nonenterable. (An official name change must be filed separately with the Commission via the Commission's ERF, including the Wisconsin Department of Financial Institutions information. Also note any details concerning a name change in the Annual Report Notes section of the report. Additional information on this subject is included in the Rules for Reporting.)

All other information derived from prior year's annual report; edit as necessary.

"PO Box" does not include a validation check for entered data.

# OTH WEB-BASED ANNUAL REPORT HELP

## **Identification (continued)**

“State” does not include a validation check for two-character abbreviation.

“Web Site Address” does not include a validation check for entered data.

“Business Customers Phone” should report telephone number for potential business customers to contact the company (if service is provided to that type of customer).

“Residential Customers Phone” should report telephone number for potential residential customers to contact the company (if service is provided to that type of customer).

## **Primary Utility Contact (located at utility address)**

All information derived from prior year’s annual report; edit as necessary.

Mailing/PO Box address should agree with address shown in Identification section.

“PO Box” does not include a validation check for entered data.

“State” does not include a validation check for two-character abbreviation.

## **Officer in charge of correspondence concerning this report**

All information derived from prior year’s annual report; edit as necessary.

“PO Box” does not include a validation check for entered data.

“State” does not include a validation check for two-character abbreviation.

## **Contact Person for Regulatory Inquiries and Complaints**

All information derived from prior year’s annual report; edit as necessary.

“PO Box” does not include a validation check for entered data.

“State” does not include a validation check for two-character abbreviation.

# OTH WEB-BASED ANNUAL REPORT HELP

## **Annual Report Notes (if applicable)**

Use Enter key to create new lines in text box.

An official name change must be filed separately with the Commission via the Commission's ERF, including the Wisconsin Department of Financial Institutions information. Also note any details concerning a name change in this section of the report. Additional information on this subject is included in the Rules for Reporting.